Minutes — **Public Reports Team**

Attendees:	Darren Greenwood	Debbie Webster	Patrick Hassey
	Erin Mustain	Ann Heil	Jarma Bennett

Reports Updates

Discussion: Erin walked the group through the changes to the Facility-at-a-glance and MMP reports:

- Potential and Dismissed violations removed from Facility-at-a-glance (also MMP detail report)
- Violation Description added to Facility-at-a-glance report (also MMP detail report)

The next issue in the queue is to have a separate report for dismissed violations. Erin walked the group through the ACL and received feedback. Hearing Waived/ACL Settled is confusing. It needs to be changed to either "Hearing Waived and ACL Settled" or just "Hearing Waived." Note: the internal staff reports team voted for the former. We need a column that tells the viewer whether the ACL is final or still a complaint that is clearer than just having a date under "order issued." Also, have a link to the Fact Sheet.

A couple questions also came up in the discussion:

- Are administrative costs associated with a project under a liability or under a project?
- Are credits allowed under Region 5's policy for projects (e.g., special studies) done with discharger's own staff going to show up in the report as paid and complete?

SSO Report Issues

Postponed until January.

Web site navigability

Discussion: Erin walked the group through changes to the Water Board's website aimed at making CIWQS data more accessible and understandable. While everyone agreed that the changes were a step in the right direction, there is still room for improvement. In particular, the jargon is still confusing and people may give up before they find the information they seek. For example:

- No mention of collection systems or Sanitary Sewer Overflows
- Non-subchapter 15 doesn't mean anything to the public or the dischargers

Erin will continue to work on this and the group will revisit at the next meeting.

Glossary

Discussion: The group liked the proposal to the change the glossary from an Excel workbook to an html page so this change will be made. There can also be additional improvements. The main goal is to get to the definitions more easily, ideally by hovering over the word. We may not be able to do this, so in the meantime we will put links to the Fact Sheets in the reports and have definitions within those Fact Sheets.

Wrap Up

Discussion: Our next meeting is slated for Friday, January 16, 2009 at 8:30 a.m.

Action items: For review	Person responsible:	Deadline:
Glossary to html and web site improvements	Erin Mustain	1/16/09
ACL improvements and responses to questions	Erin Mustain	ASAP
Next agenda items: SSO Report, updates on reports and web page, identifying next issues and reports		